

DBS Information 15th May 2023 update

Please note since mid- January to mid-May, there has been confusion around the length of an ECB DBS enhanced certificate. To be clear, every year, those on the update service will receive an email from dbs@ecb.disclosures.co.uk to the address you originally used that action is required to continue your DBS a few weeks before its expiry. It will give you a login link in the mail and a username link. Follow this, and you will confirm your role and your contact details. All fine and will take five minutes. However, at about that time, you will receive mail from donotreply@dbs.gov.uk advising you as a volunteer, you do nothing, and your DBS will automatically be extended for another year. THIS IS NOT THE CASE. If you ignore the follow-up letters, your DBS will expire. Many experienced coaches have missed this, and it has caused problems for clubs completing their SHMS returns. Fuller details are below.

New applications:

The ECB DBS process is online, and anyone who is involved in regulated activity (see note below) will need to complete an application, providing they have a valid email address.

The applicant should contact their Club Safeguarding Officer (CSO) and ask them to initiate an online DBS application using the Atlantic Data website:

<https://ecb.disclosures.co.uk/>

Umpires and scorers not affiliated with a club can go through the Essex ACO. Anyone who requires a DBS and is not affiliated with Club or Officials should email:

safeguarding@essexcricket.org.uk.

Applicants will need to email their CSO/ ACO contact

Please write in for the 'subject' of your email — - DBS application.

In the Text, complete clearly state the information below.

Your full name (as it appears on your passport/driving licence)

- Forename /Given name
- Surname
- Your date of birth
- Your salutation (Mr/Mrs/Ms/Miss)
- Your email address
- Your club or organisation
- Confirm your role (see below)

The following roles require an ECB DBS (Vetting) check and are considered regulated activities for those involved with children or adults at risk in cricket.

Club Safeguarding Officer Officer

Captain / Vice-captain

Coach

Assistant Coach

All Stars/ Dynamos Cricket Activator

All Stars/ Dynamos Cricket helper
Children's Helper
All Stars Children's Activator
Junior Supervisor
League Safeguarding Officer
Physiotherapist
Safeguarding Recruiter (child)
Scorer
Team manager
Umpire
Volunteer Coordinator children

Talent

Academy Director
Children's Cricket Agent
Children's Cricket talent scout
Disability cricket manager
Education advisor
Personal Development Manager
Medical Staff
Psychologist
Strength/Conditioning Coach

- Once your application is initiated, you will receive an email with easy-to-follow instructions to help you make your application. In addition, there is a help desk function within the system.
- You will be asked to complete an online form. This will involve filling in details from your Passport / Driving Licence/birth certificate/utility bill / P45/P60) and other documentation that will confirm who you are and where you live. Please remember to make a note of all the documents you use, particular date of issue of supporting documents.
- After the application has been submitted, you will receive an email with contact details of nearby Online ID Verifiers so that applicants can get their ID documents verified. If your CSO is registered as an Online ID Verifier, they can do this, and you should contact them as soon as you get this mail. Take the **original** of the three pieces of personal information you used to them to verify your documents. If they are not registered, and the details of the local ones are inconvenient, please contact the Essex Cricket Office as members of staff can arrange to get documents verified.

The ID Verifier will log on to the Atlantic Data system and verify the documents and submit the application. The DBS will complete their checks, which will usually be turned around in 7-10 days, sometimes quicker. Applicants will receive their certificate through the post as normal - there is no need to do anything else except keep it safe. Once a DBS Certificate has been issued, ECB will invite the applicant to register their certificate to the update service so that it can be rechecked/renewed annually. This is free to volunteers.

Please confirm this, and it will mean that annually your DBS will be renewed.

We do not give clearance for 3 years, after a year you will get:

Contact email from ECB to renew DBS.

Whether you are on the update service or not, you will receive an email notification directly from the ECB from email address dbs@ecb.disclosures.co.uk. This will be approx. 1 month before your renewal date (every year) asking you to log into our DBS portal to consent to your recheck and complete your annual confirmation of your role/club/contact details -**You need to do this if you are in a paid role or a volunteer.**

If you have **not** logged in and consented/reconfirmed your details, then your renewal will **not** take place. Your ECB DBS clearance will expire on your renewal date.

Contact email from the DBS Update Service

This is external to the ECB. The DBS Update Service will also email you from their email address donotreply@dbs.gov.uk as your account is personally registered to you. **If you are a volunteer you will also receive an annual subscription email but as you are not required to pay you don't need to do anything with this particular email.**

Please ignore the statement 'If you are still using your DBS certificate(s) as a volunteer then you do not need to do anything to renew your subscription. This will happen automatically.'

It will not as you need to respond to the ECB email.

If you do get a request from the ECB to send your DBS to the ECB you should do so immediately. You will get some reminders but if you fail to send it back you will receive a letter from the ECB temporarily suspending you from all regulated activity. The County SO will be informed, and they will let your CSO know.

CSOs can keep track of applications for their club as they go through the process if they are registered as Online ID Verifiers. If they are not registered, Essex Cricket Office staff can track the progress of applications. Contact the Essex Cricket Office email :

safeguarding@essexcricket.org.uk.

If you earn more than £800 through your cricket activities you will have to pay a fee for your DBS;

The cost to registering to the Update Service is £13 per annum for those in paid roles. This is paid directly to the DBS Update Service (online) when registering and renewing your subscription.

Further information and FAQ's can be found using this link:-
<https://safehands.zendesk.com/hc/en-us/articles/6679940298141-DBS-Renewal-FAQ-s>

FAQs

Q1. What if there is content on my DBS certificate?

All convictions, cautions and information on the DBS certificate are assessed for their relevance in respect of safeguarding children and an individual's suitability to work with children. The assessment is carried out by the ECB Vetting Panel. If you have content on your DBS certificate, the ECB Vetting Panel may request further information from you to ensure you are suitable to hold a position of trust in cricket.

The existence of any convictions and/or cautions will not necessarily prevent an individual from being involved in cricket; that will depend on the nature and circumstance of the information provided and will be vetted on a case-by-case basis.

Q2. Who will know about my criminal convictions?

DBS certificates containing content will only be seen by the ECB Safeguarding Team; this information will not be shared outside of the ECB Safeguarding Team unless there is a need to share information with others in order to protect children.

All information is kept confidential and managed within a secure environment under the requirements of the Data Protection Act. Where information is shared, this is done in accordance with the requirements of 'Working Together to Safeguard Children, 2018/20'.

Q4. I have lived abroad. Can I apply for an ECB DBS certificate?

Yes, but you will need to provide a local police check or certificate of good conduct from your country of residence if you have lived abroad in the last five years. More information can be found [here](#).

Q5. I currently live overseas. Can I apply for an ECB DBS?

Yes, applicants from overseas must complete the Non-UK resident vetting form and will require a local police check or certificate of good conduct. Download the form [below](#)

Q6. Can I use a DBS from another organisation?

No, a specific ECB DBS is required for anyone undertaking a regulated activity role in cricket. See the complete list of roles [above](#).

Q7. My club is based in Essex, but they play their fixtures in another county. Where do I apply for my DBS?

You apply through Essex Cricket which will have your club detailed registered

ECB

The ECB will endeavour to answer your query within five working days – however, please first check ecb.co.uk/safeguarding

Please email ecb@dbb.co.uk for help with access

DBS

If your query concerns obtaining an online ECB DBS, please contact dbb@ecb.co.uk except:

- for technical queries in using the online DBS system, please contact Atlantic Data on 03333 207 310.
- for system Admin and ID Verifiers requiring system technical support, please contact Atlantic Data on 03333 207 328.

If you are unsure of whether the role needs a DBS check or have any other queries, please email safeguarding@essexcricket.org.uk

To become a ID verifier

Club Safeguarding Officers may have up to two additional ID verifiers to themselves. They should email Essex Safeguarding Team giving full details of whom they need to be verifiers.

Essex Cricket Safeguarding Team

The Cloud County Ground, New Writtle Street, Chelmsford, Essex, CM2 0PG

safeguarding@essexcricket.org.uk.

Web site

<https://www.essexcricket.org.uk/community/safeguarding/>

Phil Knappett,

Essex Cricket County Safeguarding Officer 07717728725

phil.knappett@essexcricket.org.uk

Kate Morphew | Deputy Safeguarding and EDI Support Officer

kate.morphew@essexcricket.org.uk

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Atlantic Data - FAQs

<https://safehands.zendesk.com/hc/en-us/articles/7022153783325-Atlantic-Data-FAQs>